PROFICIENCY AND CONDUCT MARKS

(0301)

EDUCATIONAL OBJECTIVES

a. Required marking periods and occasions.
b. Who assigns the marks.
c. Who recommends the marks.
d. The first sergeant's role in the assignment of proficiency and conduct marks.

OCCASIONS

CHAPTER 4 OF MCO P1070.12

INDIVIDUAL RECORDS ADMINISTRATION MANUAL

"IRAM"

STANDARDS OF CONDUCT

In addition to observance of the letter of law and regulations, conduct includes conformance to accepted usage and custom and positive contributions to unit and Corps.

STANDARDS OF CONDUCT

EARING

TTITUDE

ITEREST

ELIABILITY

PPEARANCE

OURTESY

COOPERATION

OBEDIENCE

ADAPTABILITY

INFLUENCE ON OTHERS

MORAL FITNESS

HYGIENE

COMMUNITY WO

WEIGHT CONTRO

MILITARY

STANDARDS OF CONDUCT

A MARINE IS ON DUTY 24 HOURS A DAY
7 DAYS A WEEK, 365 DAYS A YEAR."

STANDARDS OF CONDUCT

Do not consider the NJP that awarded the reduction during a subsequent marking period. Document the assignment of a conduct mark below 4.0 for any reason other than court-martial or NJP (where no reduction was awarded) by a page 11 entry.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0 to 1.9	Unsatisfactory	Habitual offender. Conviction by general, special, or more than one summary court-martial. Give a mark of "0" upon declaration of desertion. Ordered to confinement pursuant to sentence of cou martial. Two or more punitive reductions in grade.
2 to 2.9	Poor	No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.
3 to 3.9	Fair	No court-martial. Not more than one nonjudicial punishment. No unfavorable impressions of the qualities listed in paragraph 4007.5a. Failure to make satisfactory progress while assigned the weight control or military appearance program.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
4 to 4.4	Good	No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, aftereffects of intemperanc courtesy and consideration, and observance of regulations.
4.5 to 4.8	Excellent	No offenses. Positive favorable impressions of the qualities listed paragraph 4007.6a. Demonstrated reliability, good influence, sobriety, obedience, and industry.
4.9 to 5.0	Outstanding	No offenses. Exhibits to an outstanding degree the qualities listed paragraph 4007.6a. Observes spirit as well as letter orders

Standards of Proficiency

DUTY PROFICIENCY MARKS SHOULD INDICATE HOW WELL A MARINE PERFORMED THE PRIMARY DUTY DURING THE MARKING PERIOD.

TECHNICAL SKILLS
SPECIALIZED KNOWLEDGE
PLUS

Standards of Proficiency

-LEADERSHIP KEY BILLET HOLDERS

-PERSONAL APPEARANCE DI's, RECRUITERS

-TACT ALL

-FILLING THE BILLET OF A HIGHER GRADE

Standards of Proficiency

Use the following guidance and standards in assigning duty proficiency marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Document a duty proficiency mark below 3.0 by a brief page 11 entry.

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PERFORMANCE
0 to 1.9	Unsatisfactory	Does unacceptable work in most of duties, generally undependable; needs considerable assistance and cl supervision on even the simplest assignment.
2 to 2.9	Poor	Does acceptable work in some of duties but cannot b depended upon. Needs assistance and close supervision on all but the simplest assignments.
3 to 3.9	Fair	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4 to 4.4	Good	Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unus assignments.

? WHO ASSIGNS PRO/CONS ?

- ONLY THE COMMANDING OFFICER

- ALL LEVELS OF LEADERSHIP BELOW THE C.O. <u>RECOMMEND</u> PRO/CON MARK

FIRST SERGEANTS ROLE

- LAST LINE OF SANITY!

- MAINTAIN GOOD RECORDS

NJP
BAD CHECKS
PAGE 11'S

WEIGHT CONTROL
ACCOMPLISHMENTS

FIRST SERGEANTS ROLE

- DISCHARGE PACKAGES
- MERITORIOUS PROMOTION BOARDS
- MAR/NCO OF THE QUARTER BOARDS

QUESTIONS